

IDAHO EMERGENCY COMMUNICATIONS COMMISSION

OFFICIAL MINUTES

December 1, 2005

A meeting of the Idaho Emergency Communications Commission (IECC) was held on this date in the West Conference Room, Joe R. Williams Building, Boise, Idaho. Chairman Nancolas called the meeting to order at 1:05 p.m.

Members Present:

Garret Nancolas, Mayor, City of Caldwell, Commission Chairman
R. David Moore, Blackfoot Police Chief, Commission Treasurer
Teresa Baker, Ada County Prosecutor's Office
Matt Beebe, Commissioner, Canyon County Commission
Clint Berry, Qwest, Boise
Ann Cronin, Special Assistant, Idaho State Police, Commission Secretary
Jim Lemm, J&R Electronics, Inc., Coeur d'Alene
Ben Estes, Retired Chief, Pocatello Fire Department (via phone)

Members Absent:

Rich Wills, State Representative and Commission Vice-Chairman
Bill Bishop, Director, Bureau of Homeland Security
Dia Gainor, Chief, Idaho Bureau of Emergency Medical Services
Greg Vickers, Idaho Emergency Medical Services Association
Gary Aman, Owyhee County Sheriff
Joanna Guilfooy, Deputy Attorney General and Ex-Officio Member

Others Present:

Rick Thompson, Department of Administration (ADM)
Robin Finch, Department of Administration
Les Shadduck, Ada County Sheriff's Office
Scot Maring, Department of Administration

Approval of Minutes

MOTION: Commissioner Moore moved and Commissioner Baker seconded that the Commission approve the minutes of the October 6, 2005 Idaho Emergency Communications Commission meeting as written. The motion passed unanimously.

Financial Reports

Operating Budget

Mr. Rick Thompson, ADM's Internal Management Systems Administrator, reported that the Commission collected \$105,355 in Fiscal Year 2005 (FY05) and ended with a balance of \$94,231. It is anticipated that the Commission will collect at least this amount in FY06.

The proposed budget for FY06 is based on the FY05 budget with the addition of an \$18,000 grant from the Bureau of Homeland Security that has already been received and expended in FY06. He reported that \$32,406 had been collect in FY06 (not counting the \$18,000 grant) and there is a current balance of \$126,124.

Mr. Thompson also introduced Robin Finch, Financial Specialist for ADM. Ms. Finch prepares the budget reports for the Commission each month.

MOTION: After discussion about being able to change the budget later if the Commission decides to hire a full-time Statewide E911 Coordinator, Commissioner Moore moved and Commissioner Baker seconded that the proposed budget for FY 06 be accepted as written. The motion passed unanimously.

SIEC Report

Due to a scheduling conflict, Dodie Collier, who represents the Statewide Interoperability Executive Council (SIEC), could not attend the meeting.

“Next Steps” Subcommittee Report

Commissioner Moore reported for the Subcommittee and stated that while the IECC has accomplished much in its first year of operation, such as creating the Governing Rules and Operating Procedures and conducting a mediation, the time has come to consider hiring a full-time E911 Coordinator for the State. He said the Commission is authorized to do so, and surveys show that states that have an E911 Coordinator have accomplished more than states that do not have one.

Commissioner Moore stated that he had spoken with Pam Ahrens, Director of the Department of Administration, about the issue. Director Ahrens said the Commission is too late to enter the position into its budget this year, but that she could loan the IECC an unfunded position from the Department if the IECC could fund it. This loan would allow the IECC time to create the position through legislation.

The Next Step Subcommittee is therefore making five recommendations (copy of subcommittee report is attached). The number one recommendation, he said, is to establish and staff a statewide E911 coordinator position. Recommendation numbers two through five are dependent upon number one.

Further discussion brought up the issues of a job description, pay, where the position would be housed, and who would supervise the position.

MOTION: Commissioner Lemm moved and Commissioner Moore seconded to accept the concept of a full-time position and to task the subcommittee to develop the job description, determine how it would impact the budget, and work with the Division of Human Resources on the specifics of the position. The motion passed unanimously.

Chairman Nancolas added that he really appreciates the work of the Subcommittee and the fact that they got together and were committed to moving the issue forward. On behalf of the entire IECC, he wanted to say thank you for their work.

New Business

PSAP Survey Information

Commissioner Cronin stated that there have been several requests from vendors for Public Safety Answering Point (PSAP) contact information. She asked if it would be appropriate to post the contact information on the IECC website or to make it available upon request. After much discussion, it was agreed that releasing a composite list of PSAP contact information may be a security issue. Les Shadduck, Ada County Sheriff's Office, then pointed out that records are exempt from disclosure by ISC 9.340B(4)(b).

FCC contact information

Commissioner Cronin stated that prior to the creation of the IECC, Colonel Dan Charboneau, Director of the Idaho State Police, had been listed on the Federal Communications Commission (FCC) website as a point of contact for Idaho on E911 issues. Since the IECC was now functional, Colonel Charboneau would like someone from the IECC to serve in this role. Chairman Nancolas suggested Scot Maring, ADM's support person for the IECC, be the contact. Mr. Maring volunteered and said he could screen any calls or emails and direct them to the appropriate members.

Future Meeting Coordination

It was discussed that if the January 2006 meeting was deferred to February, the Next Steps Subcommittee would be able to meet to work on the full-time E911 Coordinator position issue.

MOTION: Commissioner Cronin moved and Commissioner Berry seconded to dispense with the January 2006 meeting of the IECC, Commissioner Berry will work with Mr. Maring to schedule a date for the February meeting, and the March 2nd meeting will proceed as planned. The motion passed unanimously.

Open Comment Period

Chairman Nancolas added that the Commission has accomplished much in a short amount of time; establishing the Commission and getting to know each other, establishing bylaws on how the Commission is going to conduct business, establishing rules for mediation and conducting a mediation, and establishing rules for grants. Creating a full-time E911 Coordinator position is not a reflection that the IECC can't do the work, but that the Commission is at the level where having a full-time coordinator will help accomplish even more.

Les Shadduck stated that with Scot Maring being the point of contact listed with the FCC, it would be helpful if he could filter the information from the FCC and forward it to the PSAPs. By creating a simple email list, he could disseminate the information and demonstrate to the PSAPs that the IECC is working to provide them information.

Chairman Nancolas stated that a letter had been sent to Commissioner Aman from the Caribou County Sheriff requesting financial assistance for their E911 system. He plans to answer the letter by saying the Commission is still forming and is not at the stage yet to provide money to individual entities. A copy of the response letter will be sent via email to IECC members.

Commissioner Baker wanted to get the other members' thoughts on the issue that prepaid wireless phones do not have to pay emergency communications fees and whether a change to the Idaho Emergency Communications Act is needed through legislative action. Commissioner Moore reminded everyone of an in-depth report provided by Commissioner Cronin that gave the breakdown by state on the collection of fees from prepaid wireless phones. Chairman Nancolas commented that he could write a letter on behalf of the Commission to the counties for their support on the concept when the time comes. Commissioner Baker volunteered to draft the letter.

MOTION: Commissioner Moore moved and Commissioner Cronin seconded that Chairman Nancolas be authorized to sign and send a letter to the counties to get their support on the concept of changing legislation to include that prepaid wireless phones pay emergency communications fees. The motion passed unanimously.

Adjournment

MOTION: It was moved by Commissioner Berry and seconded by Commissioner Beebe to adjourn the December 1, 2005 Idaho Emergency Communications Commission meeting at 2:20 p.m. The motion passed unanimously.

Mayor Garret Nancolas, Chairman
Idaho E911 Emergency Communications Commission

Scot R. Maring, Administrative Assistant
Department of Administration

Addendum: Commission Progress on its Prioritized Activities

Funding

~~Portion of 1% to be assessed (4 votes)~~
How to fund the “have-nots” (2 votes)
Sub-optimize by city?
~~Grant funding resources~~
Commission (ECC) funding/budget (1 vote)
Recommendation/advice on E911 spending
(ECC needs to decide scope)
Proactive to fund more than systems
(e.g. services, training, implementation)
(How will Title 31 money be used)
~~Federal funds application process~~
(track, assess, audit, measure)
~~Fee collection vs. ECC assistance~~
(City must vote in fees)
Statewide E911 procurement contracts
(Mutual needs buying power)
Conduit for funding

Systems

Scope of system—ECC role (equip, people)
Money for infrastructure
System implementation
(technical issue, project management)
Technical resources
Who defines architecture, and how do we
use and leverage systems
Need to understand baseline (education)
Identify technical resources & leverage
Regulate and consolidate systems
System interoperability standards
Business continuity—backup/recovery
Standards to engage vendors
Define minimum standards for system,
vendors (including purchasing)
Standards for a consolidated emergency
communication system

Evaluation/Assessment

What is the baseline by County (as-is) (5 votes)
Leverage Office of Disaster Preparedness survey
Evaluate current standards
Recommend model – performance indicators
Establish “to-be” baseline

Governance

~~Cooperation—PSAP representation~~
~~Know statutory responsibilities (1 vote)~~
~~ECC by laws, committees (10 votes)~~
~~Guidelines for operations~~
Define level of mediation funding
Recommend model org. structure
ECC focus on all areas
(Clearinghouse for E911 assistance)
Long-term vision
(systems, organizations, processes)
Short-term tactical plan
ECC statewide representation
~~Acquire wireless representative member~~
~~Mediation Standards/Criteria~~
ECC staff support (1 vote)
Stay focused on mission
Rules for distributing moneys

Education/Information

~~How will the 1% assessment be used~~
E911 need for money, improvements
Promote cohesive, solidarity,
interoperability, statewide cooperation
SIEC et. al.--standard definitions
Communicate—who’s doing what?
Message: consolidate, coordinate,
funding, standards, leverage, etc.
May conflict with autonomy.
~~Tech. Educ. of ECC members (9 votes)~~

Skills to do assessment
Consolidate system recommendations/analysis
Interstate system (e.g. Pullman, WA)
Define clear criteria for needs
(System applications & funding)

ECC “NEXT STEPS” SUBCOMMITTEE

November 18, 2005

Present: Ann Cronin, David Moore, Teresa Baker, Clint Berry. Absent: Bill Bishop

Purpose: The subcommittee was appointed at the October 6, 2005 meeting of the full Emergency Communications Commission, to develop new action items and next steps for proposal to the Commission.

The subcommittee met on Friday, November 18, 2005, at the Idaho State Police headquarters in Meridian. Members were previously provided the following documents for review: The “IECC Prioritized Activities” document from July 2005, the IECC Dispatch Center Survey in its entirety, the IECC Dispatch Center Survey Executive Summary, the U.S. GAO Survey on State Wireless E911 Funds, The SIEC I-C-A-WIN report, the draft “Concept for Integrated Statewide Telecommunications Services” report and draft Executive Order, and the “Survey of State E-911 Surcharges Collected on Pre-Paid Wireless Services”.

It is apparent that the E911 world is both complex and rapidly changing. There is a wealth of information available on all aspects of E911: current and evolving technology, political and regulatory actions, and potential funding for PSAP upgrades. The IECC by its very nature (a Commission composed of representatives of different affected entities) is unable to aggressively pursue the actions necessary to implement E911 deployment statewide.

Recommendation #1: Establish and staff a statewide E911 coordinator position.

The subcommittee recommends that the Commission establish the statewide E911 coordinator position as soon as possible, using funding from the Commission’s budget and a vacant position within the Department of Administration for the remainder of SFY2006 and the duration of SFY2007.

For the period beginning SFY2008, the position will be requested through the state agency budgeting process, for placement in the most appropriate entity.

The statewide E911 coordinator position can be established and funded within the existing IECC budget at no additional cost to any contributor. Further, as the position will likely be tasked with pursuing and procuring funds for PSAP equipment updates, training and other E911-relevant improvements, coordinator activities will generate an increase in IECC funds available to PSAPs. Regularly scheduled meetings of the full Commission will also likely decrease, cutting the costs currently associated with Commission administration.

The National Governors Association Center for Best Practices recommendation regarding state strategies for accelerating E911 implementation remains:

- Designate a statewide coordinator who has authority and oversight of resources to effectively implement E911 (whether or not a Commission or Board also exists. In a number of states, this position serves as an executive director to the Board).
- Establish a baseline to determine where resources are needed to complete E911.
- Identify opportunities to efficiently fund implementation.
- Provide education and outreach to Public Safety Answering Points (PSAPs) to assist them with implementation.

Data prepared on September 19, 2005 by NENA staff using the Wireless Carrier Quarterly Reports filed with the FCC reporting counties that have implemented Phase II wireless deployments reflects:

- Percentage of counties completed in states with statewide coordination: 56.41%
- Percentage of counties completed in states without statewide coordination: 16.42%
- Percentage of population covered in states with statewide coordination: 68.55%
- Percentage of population covered in states without statewide coordination: 46.20%

The IECC has already gathered statewide baseline information that now requires validation and analysis. Providing that validation and analysis is a usual first assignment for statewide E911 coordinators.

The Commission recognized, at its creation, the need for education and outreach to Idaho's PSAP administrators. Typically, statewide coordinators have a strong responsibility for education and interaction with all PSAP managers.

In general, the statewide administrator's duties are typically to:

- identify the current statewide status of E911 capability;
- develop a deployment plan for E911 (in partnership with PSAP administrators and a variety of other entities);
- research and make recommendations to the board regarding all phases and activities of E911 deployment and plan implementation;
- serve as the single point of contact for service providers and vendors of E9-1-1 equipment;
- manage, coordinate and provide leadership to promote and assist in the statewide development, deployment and maintenance of enhanced wireless emergency telecommunications services and technologies;
- develop and deploy enhanced wireline emergency telecommunications services and technologies in specific local jurisdictions not currently wireline E-9 11 capable;

- provide ongoing effective support to the Board and its committees as they contribute to work program activities;
- organize and conduct special events to serve constituent groups, as appropriate.
- contribute to the agency's strategic business plan and annual budget submissions; and
- manage components of the agency budget, including the exercise of delegated expenditure authority, recommendations on non-delegated expenditures, and monthly monitoring of expenditures versus budget.

Demonstrated competence in planning and managing complex projects and related staff are typically required. General experience in governmental operations and budgeting, and/or public sector applications of information technologies are desirable.

Recommendation #2: Task the existing subcommittee to develop the position description and initial budget.

The subcommittee has already gathered representative statewide E911 coordinator job descriptions from other states through the National Association of Statewide 911 Administrators. Additionally, there is budget development expertise within the subcommittee. Draft documents will be presented to the Commission at the January 2006 meeting.

Recommendation #3: Task the existing subcommittee to work with the Division of Human Resources through the position announcement, testing and candidate register processes.

The subcommittee has state agency hiring expertise in its Homeland Security and Idaho State Police representatives. The subcommittee will obtain necessary approvals from the Commission before initiating any process steps.

Recommendation #4: Task the existing subcommittee to serve as the interview board on behalf of the Commission.

The subcommittee will solicit potential interview questions and scenarios from the Commission and prepare the required competency-based questions for Commission approval.

The subcommittee believes that with a statewide E911 coordinator in place, the Commission will be able to address its policy and administrative obligations efficiently, effectively and to the ultimate benefit of Idaho's citizens and visitors.

Recommendation #5: Task the existing subcommittee and the statewide E911 coordinator to develop a draft vision statement, education program and statewide plan with short-term, mid-term and long-term goals.